

MIAMI BEACH FIRE DEPARTMENT FIRE PREVENTION DIVISION

1701 Meridian Ave., 2nd Floor



Tel: 305-673-7123 , Fax: 305-673-1085 www.miamibeachfl.gov
MIAMI BEACH FIRE DEPARTMENT
OCCUPANT CONTENT APPLICATION

BUSINESS ADDRESS:	
FOLIO NO.:	
BUSINESS OWNER:	
NAME OF BUSINESS:	
NAME OF PREVIOUS BUSINESS:	
CURRENT USE:	
REASON FOR APPLICATION:	☐ NEW BUSINESS: BUILDING PERMITNO
	☐ SPECIAL EVENT: EVENT PERMIT NO
	☐ CERTIFICATE OF USE (NEW OR RENEWAL)
	☐ INCREASE / DECREASE OF OCCUPANT CONTENT
	□ OTHER
APPLICANT NAME:	
APPLICANT ADDRESS:	
APPLICANT PHONE NO.:	
APPLICANT EMAIL ADDRESS	:
APPLICANT SIGNATURE:	DATE:
ARCHITECT / ENGINEER NAM	ΛΕ:
ARCHITECT / ENGINEER PHONE NO:	
Note: The following documents must be submitted prior to inspection: Occupant Content fee (\$244.00), two sets of scaled floor plan to be inclusive of furniture lay out and pertinent items on provided check list. (Plans must be drawn to scale of 1/4", 1/8" or 3/16")	
Step-by-Step Process:	
1. Complete application and submit along with drawings to the Building Dept. located on the	

- Complete application and submit along with drawings to the Building Dept. located on the 2ⁿ floor of City Hall.
- 2. Obtain a B ticket.
- 3. Pay occupant content fee.
- 4. Fire Dept. will contact applicant to schedule a site inspection.
- 5. Correct any and all code violations.
- 6. Occupant content will then be approved by the Fire Marshal.
- 7. Fire Dept. will then contact applicant to pick up occupant content certificate at the Fire Prevention Office.